

Maternal Child Health/Healthy Families Program

Department of Health and Social Services – Program 25

I. PROGRAM OBJECTIVES

Healthy Families Alaska grant programs provide home visitation to expectant/parents of newborns with stress that place their children at risk **for child abuse and neglect**. Services are offered intensively (weekly visits during the first nine months of service) and may continue through age five. Program objectives include promoting healthy childhood growth and development, positive parent-child relationships, and enhanced family functioning to reduce the likelihood of poor childhood outcomes including child abuse and neglect.

II. PROGRAM PROCEDURES

State and federal funds are appropriated for grants to nonprofit corporations or political entities to support these services. Participation in the program is voluntary. Families are eligible if they are identified as having a life situation that places them at increased risk of providing a less than nurturing environment for their child.

III. COMPLIANCE REQUIREMENT AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Grant funds may be used for staff salaries; local travel or prior approved travel out of the local area; supplies, equipment, facility and administrative cost of the program. Grant funds are to be used in the above categories as identified in the approved budget and special conditions.

Suggested Audit Procedures

- Review final Notification of Grant Award (NGA) including all special conditions;
- Review grant revisions and related transmittal documents;
- Review budget documents including final revised budget and budget narrative;
- Review DHSS grant regulations 7 AAC 78; and
- Test financial and related records to determine that funds expended were for purposes specified in the grant.

Compliance Requirement

Test financial and related records to determine the allowability of costs per 7 AAC 78.

Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1).

B. ELIGIBILITY

Compliance Requirement

The agency must be a nonprofit or political subdivision meeting the requirements of 7 AAC 78.030. The auditor is not expected to perform tests for client eligibility.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENT

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than thirty days after the close of each quarter or as specified in the grant.

Suggested Audit Procedures

- Confirm if such reports are being filed timely; that reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or grant provisions.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state;
- Review audited financial statements to ensure proper presentation.

Compliance Requirement

Agency audited financial statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual

revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site reviews.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

Modified 5/02